To

[The recipient]  
[Business Name]  
[Address]

**Re. Apology letter after being fired from work**

Dear Sir,

Please accept my sincere apology for the actions that caused my immediate unconditional termination from work. I am seeking an apology from you for my negligent and carefree attitude. I was provided with a letter of a construction project to keep confidential, but I handed it over to your rival company in exchange for some cash. I confess my heinous act and ask for your kind forgiveness.

As I have already been terminated from my job, no personal interest can be assumed in my sincere apology. I am not satisfied with what I did to you, therefore, I am writing to an apology to you.

However, there can be no ample excuse for committing such a crime, I still want to tell you that I did it because I needed some money. I already had taken a loan from the office and bank. To cater to my financial crunch, I could not behave and defy the offer by an official of your rival company.

I am looking forward to your kind response. Please let me know if I can do anything to ease tensions between us. Thank you.

Warmly,

[NAME]

[ADDRESS]